Human Resource Information System

User Manual

Self Service Module

INTRODUCTION

This manual was developed for the purpose of guiding Human Resource Development Officers in using, navigating and utilizing the HRIS. As the country's premier University, UP aims to adapt new technology to make our operations more effective and more efficient. With HRIS, all HR operations across the entire UP system will be consolidated into one secure system accessible to both the employees and Human Resource Department Offices (HRDOs). This will not only help both the HR and the employee to easily access employee record and information across CUs; it will also lessen the paperwork and the effort exerted in passing information from one campus to another.

Though HR Information is exclusive to HRD Offices, some information are needed to be shared to other offices such as Accounting (for Payroll). Through the HRIS, shared processes will be integrated for easier transactions for both offices sharing the same information.

Symbols and Conventions Used in This Manual

To highlight the codes and Uniform Resource Locators (URLs), they are written in monospace font. They will be found in this manual like this:
`hris.up.edu.ph`

It is also important to be familiar with the symbols used both in the HR Information System and this manual. Some of the buttons and symbols used are listed below:

Icon	Description
	Search Button: This button indicates that a field has a List of Values, which contains universal values for that field. However, there are fields which may have a List of Values, but also accept free texts. There are also some fields with a List of Values that strictly follow the universal List of Values.

	Calendar Button: These icons usually appear in fields that require dates. Clicking this icon will redirect you to another window that contains a calendar. Select the correct month, day and year from the calendar and click OK to apply that date.
	Delete Button: Click this icon located beside a field, if you want to remove that entry from the section (e.g. Phone Number)

GETTING STARTED

Technical Guidelines

For the system to run properly, note that is important to check on the following technical requirements:

- **Browsers**
  The HRIS Self Service runs best on the following web browsers:
  - Mozilla Firefox
  - Safari
  - Internet Explorer (version 10 and below only)
  - Google Chrome
- **Operating Systems**
  HRIS works on all major operating systems e.g. Windows7, Windows 8, Linux, Mac OS X
- **Internet Connection**
  Though HRIS works on any operating system and browser, you cannot log-in or access any of its features without an internet connection. As long as you are connected to an internet connection (e.g. campus/office network, home broadband, DSL, USB dongle, etc.), you can access HRIS anywhere around the globe. Any connectivity problem should be referred to your local IT offices (CU-/office-based) or internet service provider (PLDT, Globe, Smart, etc.). In cases when your concerns are HRIS-related, refer to the local HRIS Technical assigned to your CU.
- **User Accounts**

User accounts are usually distributed by the HR personnel assigned to your unit. If you're having trouble using the issued account credentials, simply click the Log-In Assistance Option in the log-in page.

- **Forgot Password**
  Enter username and instruction on how to reset your password will be emailed to you.
- **Forgot Username**
  Enter the email address associated with your account and your username will be emailed to you.

- **eUP System Helpdesk**
  Contact no.: (02) 376-3100
  e-mail: helpdesk@up.edu.ph

Definition of Terms

Before you can fully utilize the features of the system, it will also help to remember that there may be terms and features in the system that use different labels as opposed to the international standard terms. The table below shows the basic terms used in the system and their counterparts used in UP operations outside of HRIS.

TERMS			ACRONYMS	
UP	**HRIS**	**Meaning**	**Abbreviation**	**Meaning**
Title	Title	Ex. Dr.; Ms.; Prof.; Atty. etc	HRDO	Human Resource Development Office
First Name	First Name	First Name of Employee	HRIS	Human Resource Information System
Middle Name	Middle Name	Middle Name of Employee	URL	Uniform Resource Locator
Surname	Last Name	Last Name of Employee	CSC	Civil Service Commission
Name Extension	Suffix	Ex. I, II, III, Jr. Sr.	HRD	Human Resource Department

UP Number	Employee Number	Employee Number	CU's	Constituent Units
Date of Birth	Date of Birth	Date of Birth of Employee	IS	Information System
Place of Birth	Place of Birth	Determine by Town/Province, Region and Country of Birth		
Civil Status	Marital Status	Civil status of employee		
Sex	Gender	Gender of Employee		
E-mail Address	Email Address	Valid address of the employee		
Telephone Number	Phone Numbers	Phone number of employee		
Address Type	Address Type	Address Type of employee's address either Permanent or Residential		
Residential Address	Address	Employee's address determine with Town/City, Region and Country		
Zip code	Zip Code	Zip Code of employee's address		

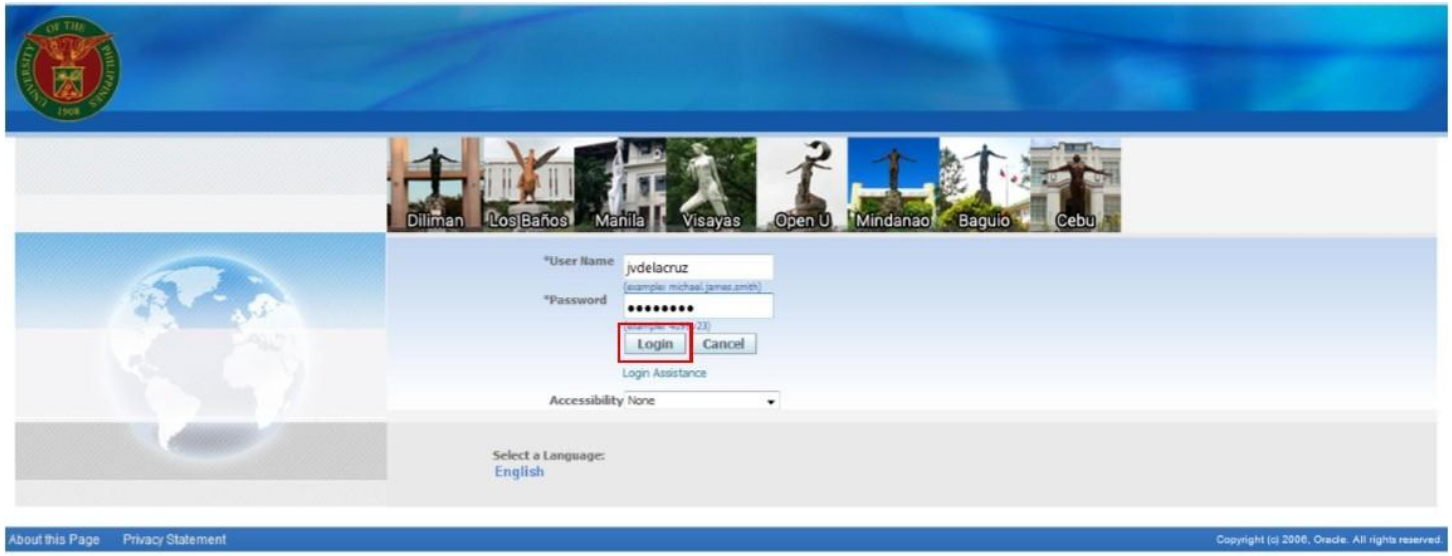
Using Your HRIS Account

Your HRIS account contains your personal and employment-related information, hence, protecting your account's security is an imperative. Here are a few reminders:

- Your credentials (username and password) are unique, but it can also be used to log-in to other information systems.
- Do not share your log-in credentials to anyone. Make sure to lock your computer or log out your account before leaving your computer. The system may have an auto-log out option, but there may still be an instance in between that may allow other people to view and use your profile.
- Change your password regularly, and make sure you report any suspicious encounters in your account.

UPDATE EDUCATION AND QUALIFICATIONS

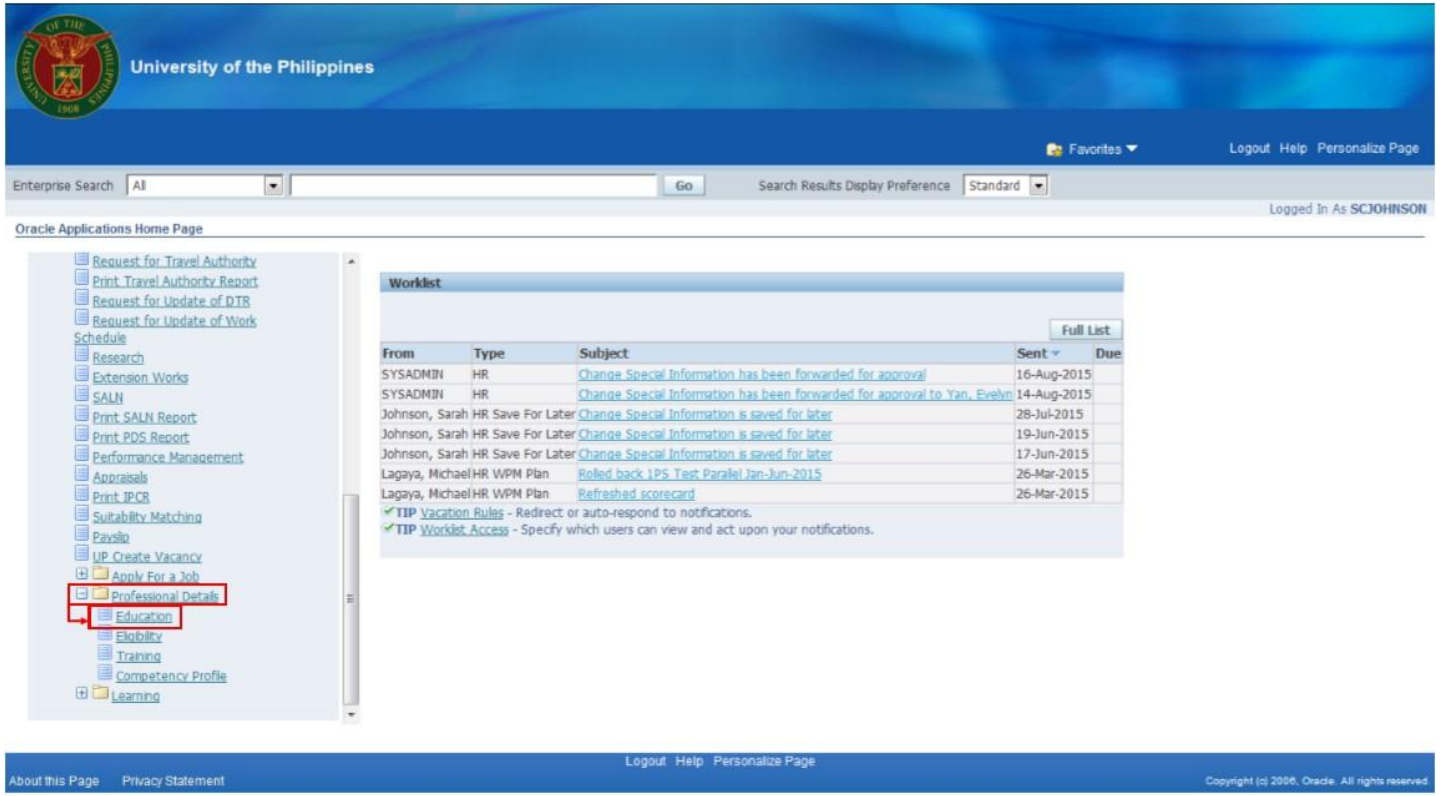
UPDATE EDUCATION AND QUALIFICATIONS



Step 1. Go to hris.up.edu.ph

Step 2. Enter your username and password to log-in the HR Information System.

Once you have pressed the enter button of your keyboard, or clicked the **Log in** button located in your log-in page, you will be directed to the HRIS User Home Page.


University of the Philippines
Favorites
Logout Help Personalize Page
Enterprise Search All Go Search Results Display Preference Standard
Logged In As SCJOHNSON
Oracle Applications Home Page
Request for Travel Authority
Print Travel Authority Report
Request for Update of DTR
Request for Update of Work Schedule
Research
Extension Works
SALN
Print SALN Report
Print PDS Report
Performance Management
Appraisals
Print IPCR
Suitability Matching
Payslip
UP Create Vacancy
Apply For a Job
Professional Details
Education
Eligibility
Training
Competency Profile
Learning
Worklist
Full List
From Type Subject Sent Due
SYSADMIN HR Change Special Information has been forwarded for approval 16-Aug-2015
SYSADMIN HR Change Special Information has been forwarded for approval to Yan, Evelyn 14-Aug-2015
Johnson, Sarah HR Save For Later Change Special Information is saved for later 28-Jul-2015
Johnson, Sarah HR Save For Later Change Special Information is saved for later 19-Jun-2015
Johnson, Sarah HR Save For Later Change Special Information is saved for later 17-Jun-2015
Lagaya, Michael HR WPM Plan Rolled back 1PS Test Parallel Jan-Jun-2015 26-Mar-2015
Lagaya, Michael HR WPM Plan Refreshed scorecard 26-Mar-2015
TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.
Logout Help Personalize Page
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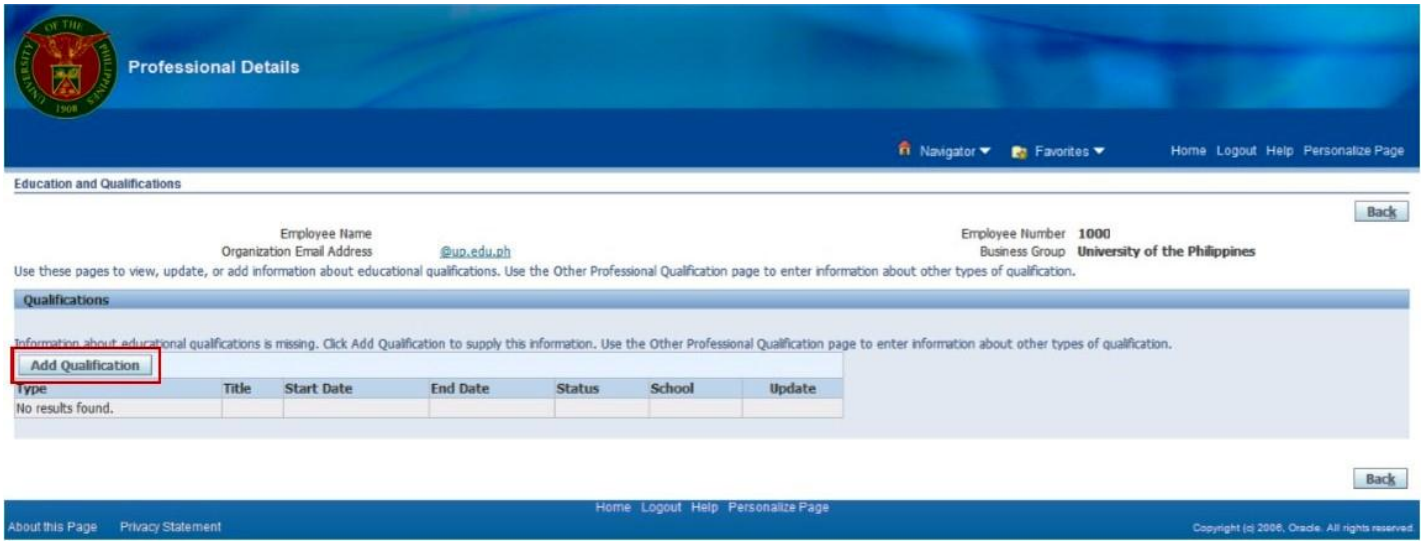
Step 3. On the HRIS Main Menu on your left, select the **UP Employee Self-Service folder,** then click **Professional Details** folder.

Under the Professional Details drop down list, select **Education.**

You will be directed to the Education and Qualifications page.


Professional Details
Navigator
Favorites
Home Logout Help Personalize Page
Education and Qualifications
Back
Employee Name
Organization Email Address
@up.edu.ph
Employee Number 1000
Business Group University of the Philippines
Use these pages to view, update, or add information about educational qualifications. Use the Other Professional Qualification page to enter information about other types of qualification.
Qualifications
Information about educational qualifications is missing. Click Add Qualification to supply this information. Use the Other Professional Qualification page to enter information about other types of qualification.
Add Qualification
Type
Title
Start Date
End Date
Status
School
Update
No results found.
Back
Home Logout Help Personalize Page
About this Page
Privacy Statement
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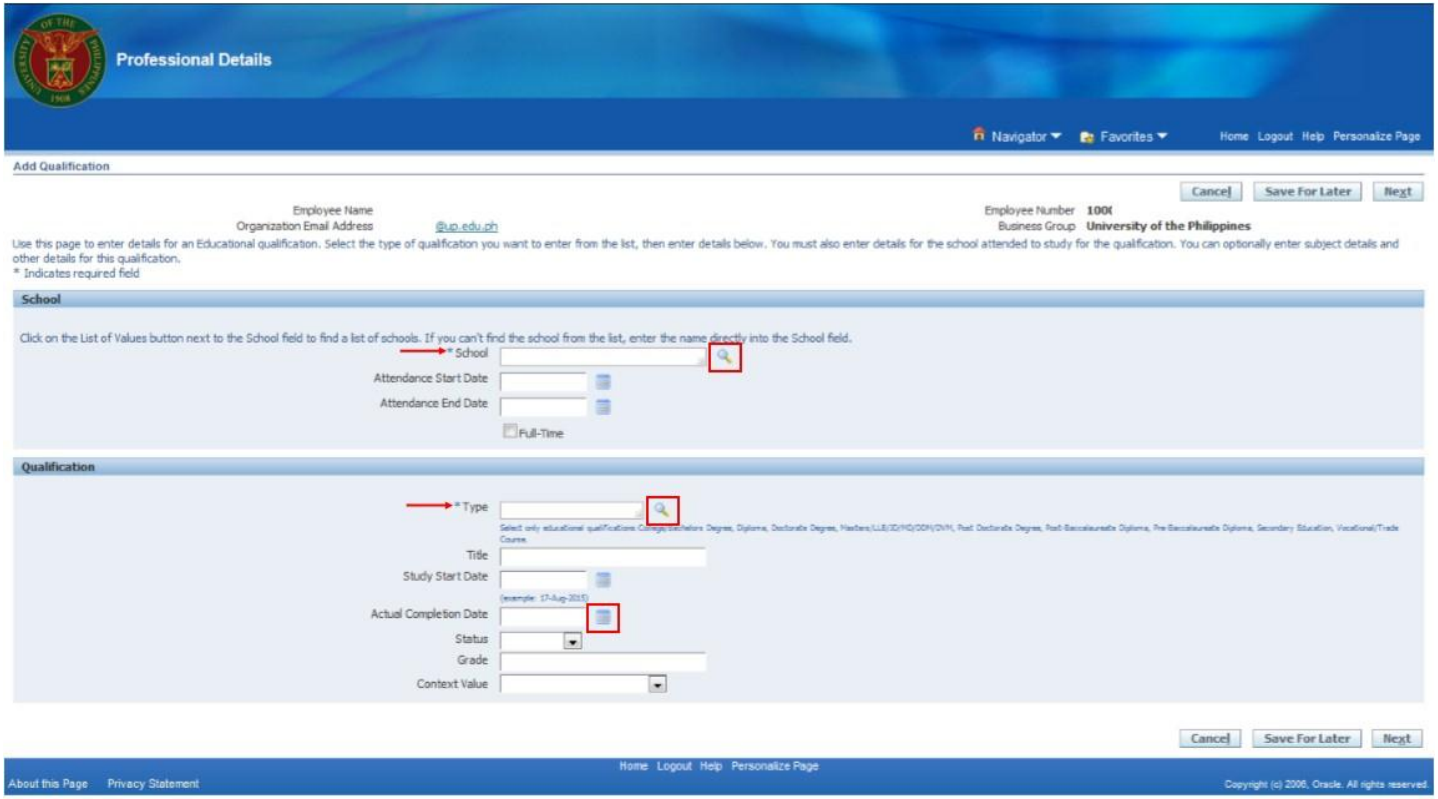
Step 4. Click the **Add Qualification** button on the Education and Qualifications page.

You will be directed to the Add Qualification page.


Professional Details
Navigator
Favorites
Home Logout Help Personalize Page
Add Qualification
Cancel
Save For Later
Next
Employee Name
Organization Email Address
@up.edu.ph
Employee Number 100(
Business Group University of the Philippines
Use this page to enter details for an Educational qualification. Select the type of qualification you want to enter from the list, then enter details below. You must also enter details for the school attended to study for the qualification. You can optionally enter subject details and other details for this qualification.
* Indicates required field
School
Click on the List of Values button next to the School field to find a list of schools. If you can't find the school from the list, enter the name directly into the School field.
* School
Attendance Start Date
Attendance End Date
Full-Time
Qualification
* Type
Title
Study Start Date
Actual Completion Date
Status
Grade
Context Value
Cancel
Save For Later
Next
Home Logout Help Personalize Page
About this Page
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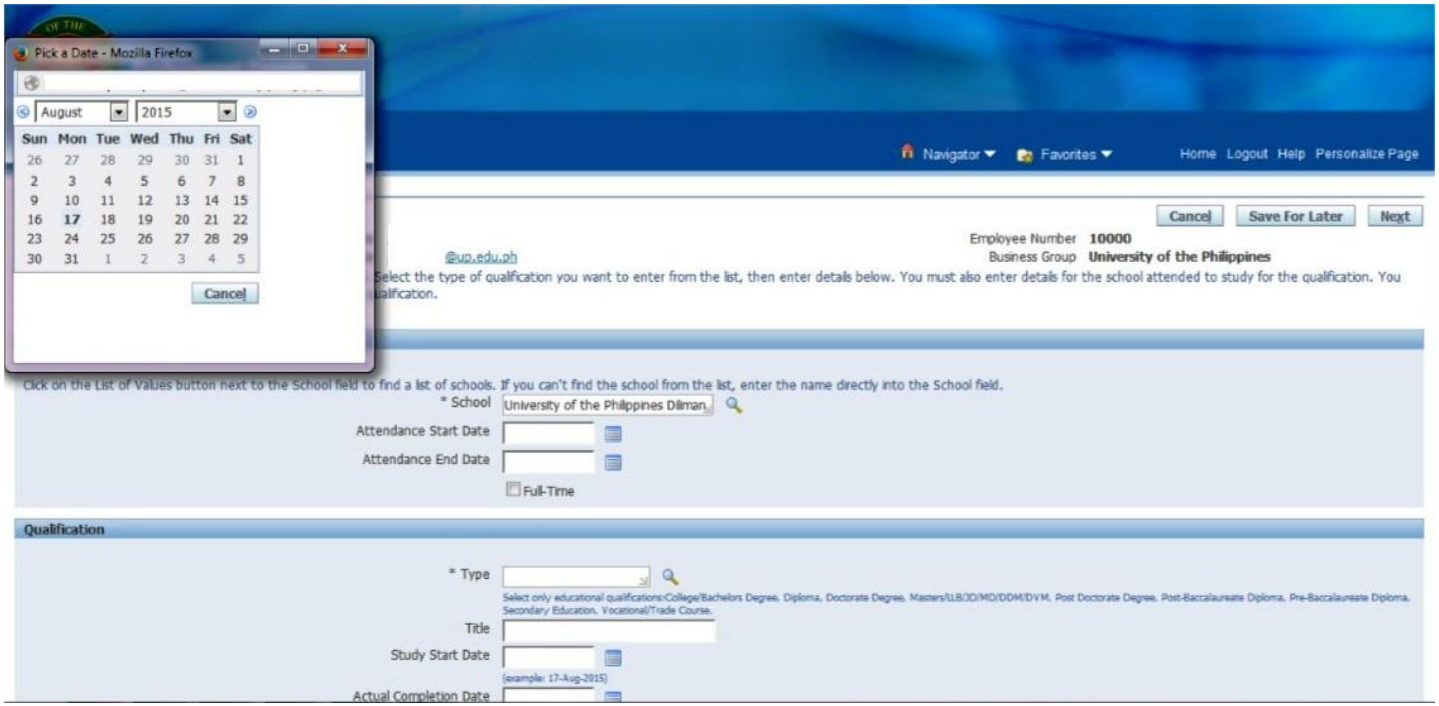
Step 5. Fill out the fields on the Add Qualification page.

Among the Types of Qualification you can list are Baccalaureate and Master's Degrees, Doctorates, Civil Service Eligibility, PRC Exams, etc.

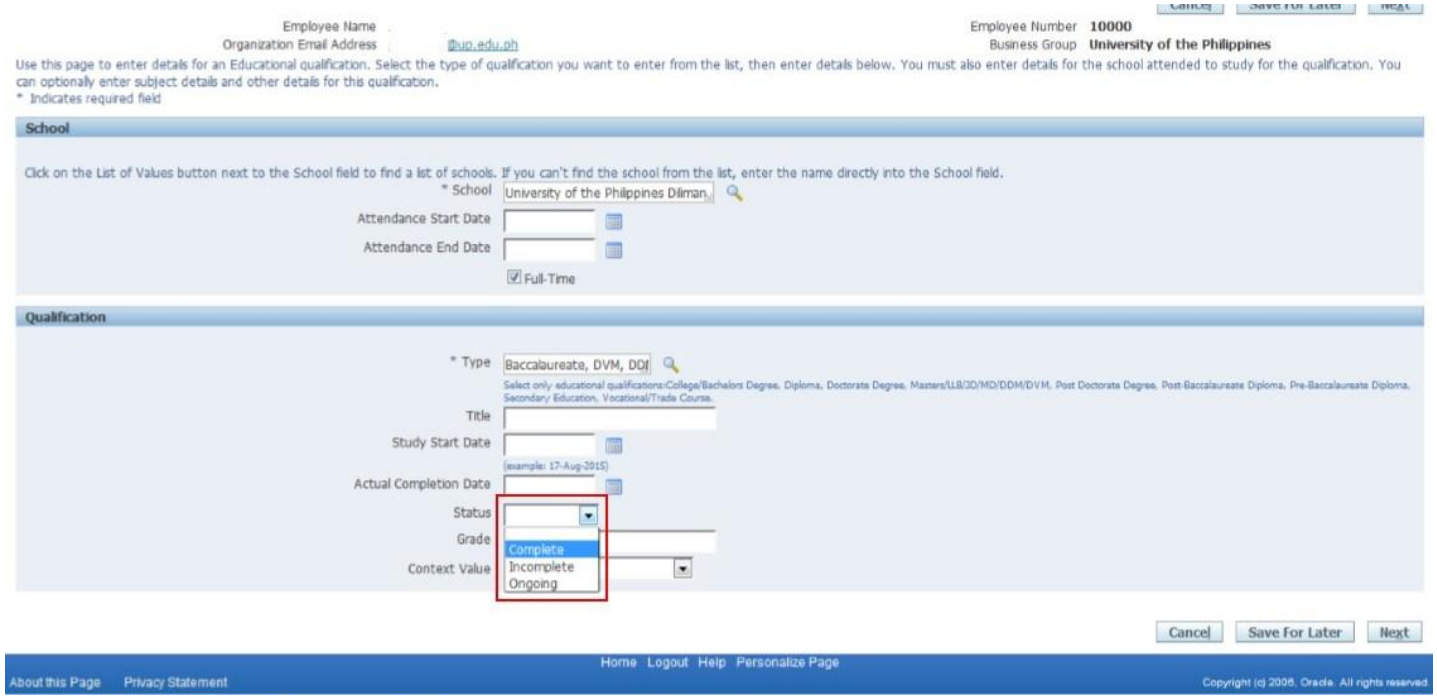
Remember that fields with the asterisk (*) sign (ex. School and Typare required fields, hence, cannot be left blank in order to proceed with the process.

Click the magnifying glass button or drop down arrow beside the corresponding field to open the list of values.



Fill out the **Actual Completion Date** field by clicking the **Calendar** icon beside each text field.

Set the month and the year, then select a day.


Employee Name
Organization Email Address @up.edu.ph
Employee Number 10000
Business Group University of the Philippines
Use this page to enter details for an Educational qualification. Select the type of qualification you want to enter from the list, then enter details below. You must also enter details for the school attended to study for the qualification. You can optionally enter subject details and other details for this qualification.
* Indicates required field
School
Click on the List of Values button next to the School field to find a list of schools. If you can't find the school from the list, enter the name directly into the School field.
* School University of the Philippines Diliman
Attendance Start Date
Attendance End Date
Full-Time
Qualification
* Type Baccalaureate, DVM, DDI
Select only educational qualifications:College/Bachelors Degree, Diploma, Doctorate Degree, Masters/LLB/JD/MD/DDM/DVM, Post Doctorate Degree, Post-Baccalaureate Diploma, Pre-Baccalaureate Diploma, Secondary Education, Vocational/Trade Course.
Title
Study Start Date
(example: 17-Aug-2015)
Actual Completion Date
Status
Grade
Context Value
Complete
Incomplete
Ongoing
Cancel
Save For Later
Next
Home Logout Help Personalize Page
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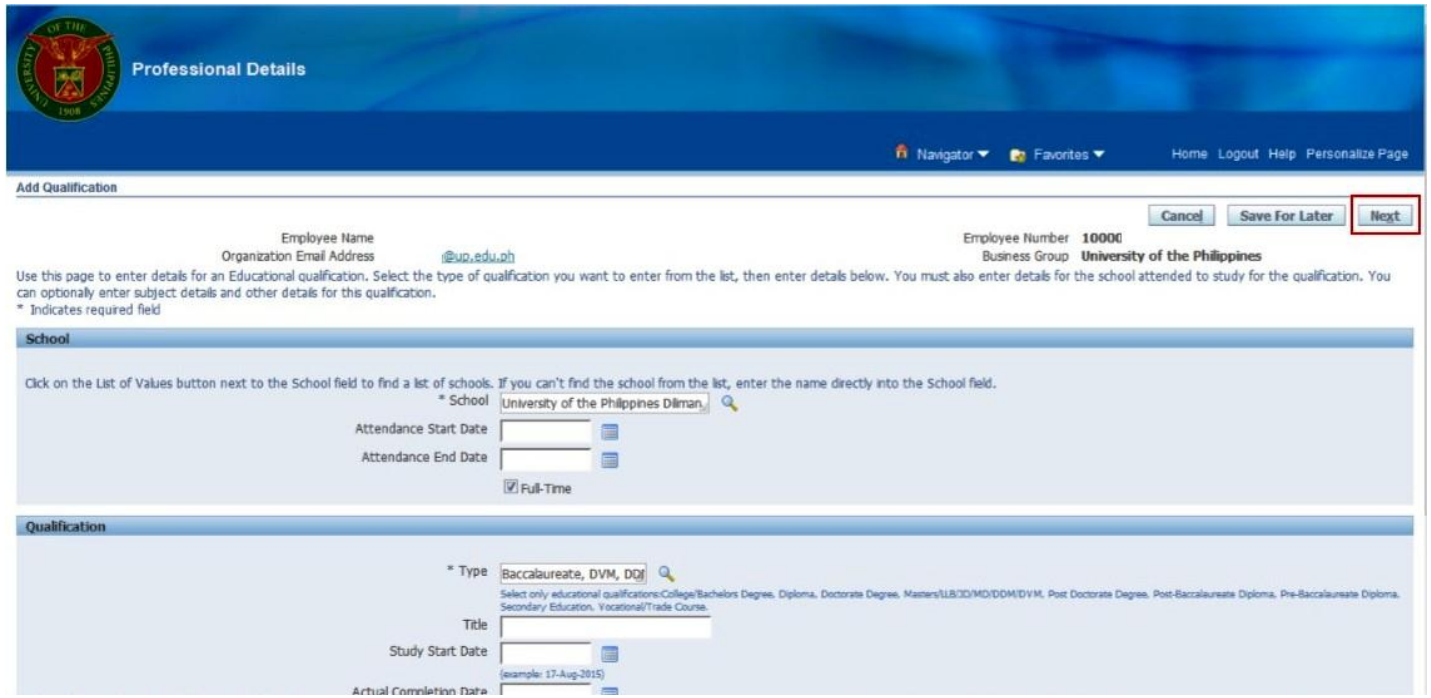
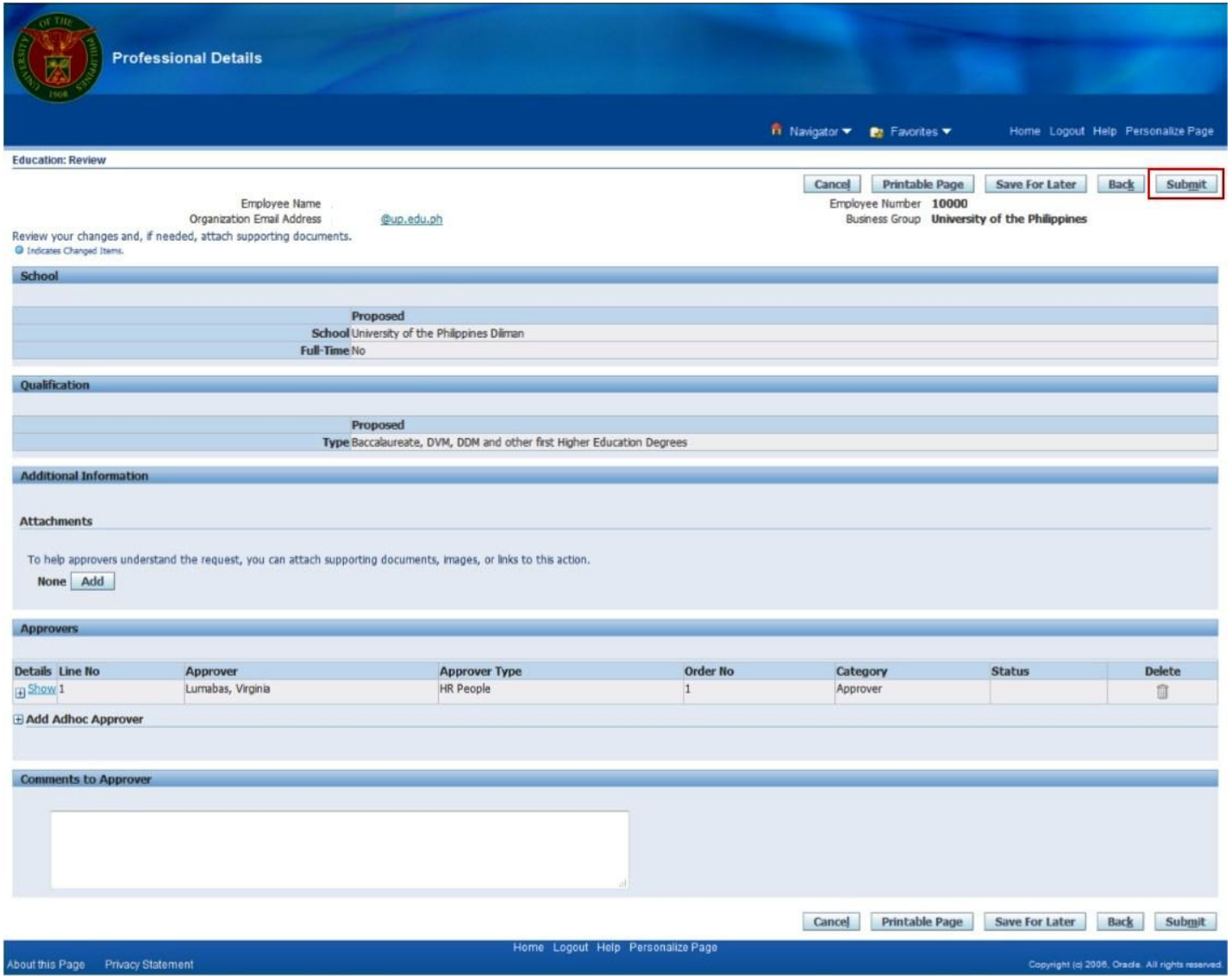
Fill out the **Status** field (optional) by selecting from the list of values: Complete, Incomplete, or Ongoing.


Professional Details
Navigator
Favorites
Home Logout Help Personalize Page
Add Qualification
Cancel
Save For Later
Next
Employee Name
Organization Email Address
@up.edu.ph
Employee Number 10000
Business Group University of the Philippines
Use this page to enter details for an Educational qualification. Select the type of qualification you want to enter from the list, then enter details below. You must also enter details for the school attended to study for the qualification. You can optionally enter subject details and other details for this qualification.
* Indicates required field
School
Click on the List of Values button next to the School field to find a list of schools. If you can't find the school from the list, enter the name directly into the School field.
* School
University of the Philippines Diliman
Attendance Start Date
Attendance End Date
Full-Time
Qualification
* Type
Baccalaureate, DVM, DDI
Select only educational qualifications:College/Bachelors Degree, Diploma, Doctorate Degree, Masters/LLB/JD/MD/DDM/DVM, Post Doctorate Degree, Post-Baccalaureate Diploma, Pre-Baccalaureate Diploma, Secondary Education, Vocational/Trade Course.
Title
Study Start Date
(example: 17-Aug-2015)
Actual Completion Date

Step 6. Once you have filled out the fields in Add Qualification page, click the **Next** button.

You will be redirected to the Education: Review page.

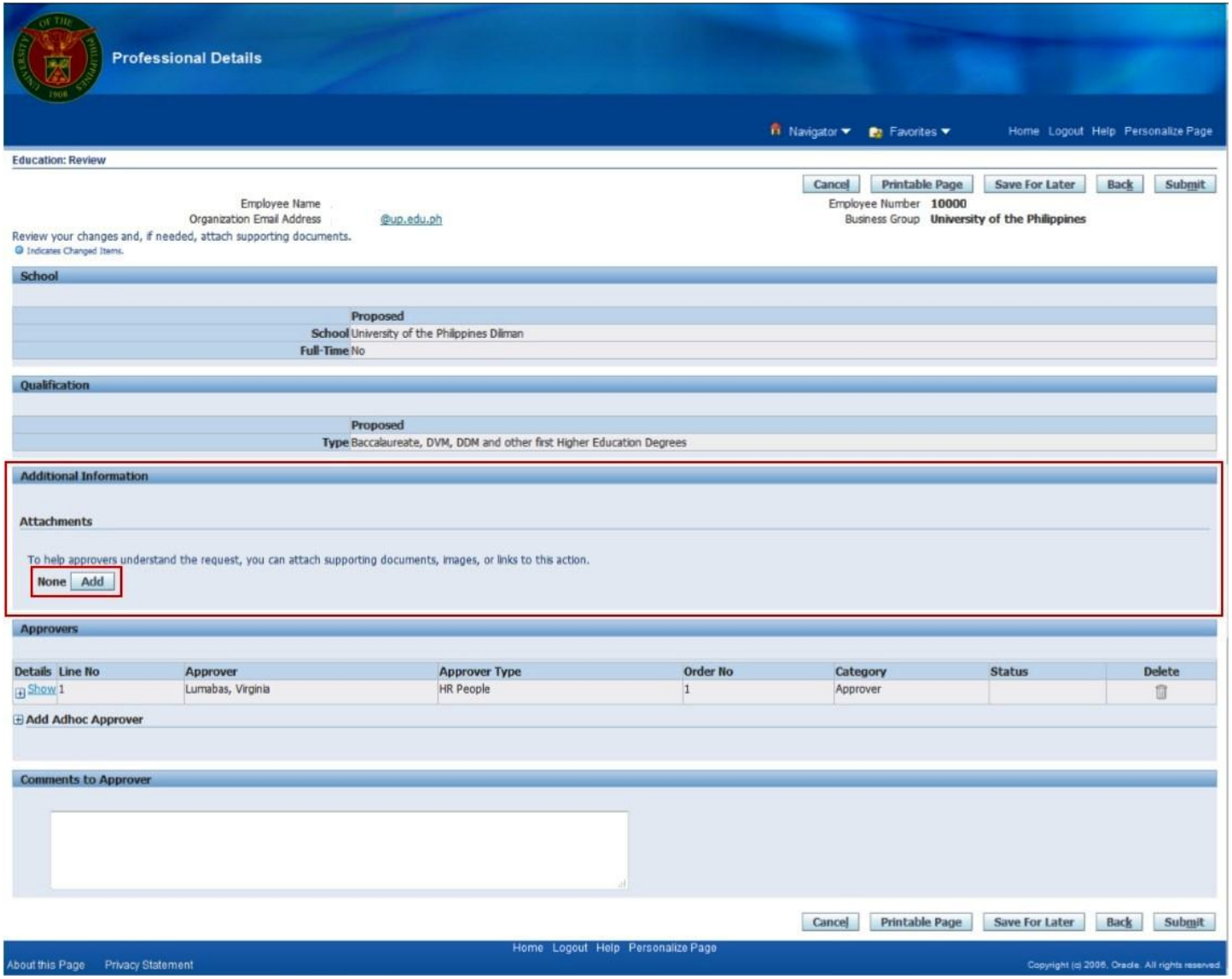


Step 7. Click the **Submit** button after checking the information.

Note that you can also opt to select other actions:
Cancel. Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

- Click "Yes" if you wish to completely cancel the activity.
- Click "No" to go back to the previous page.

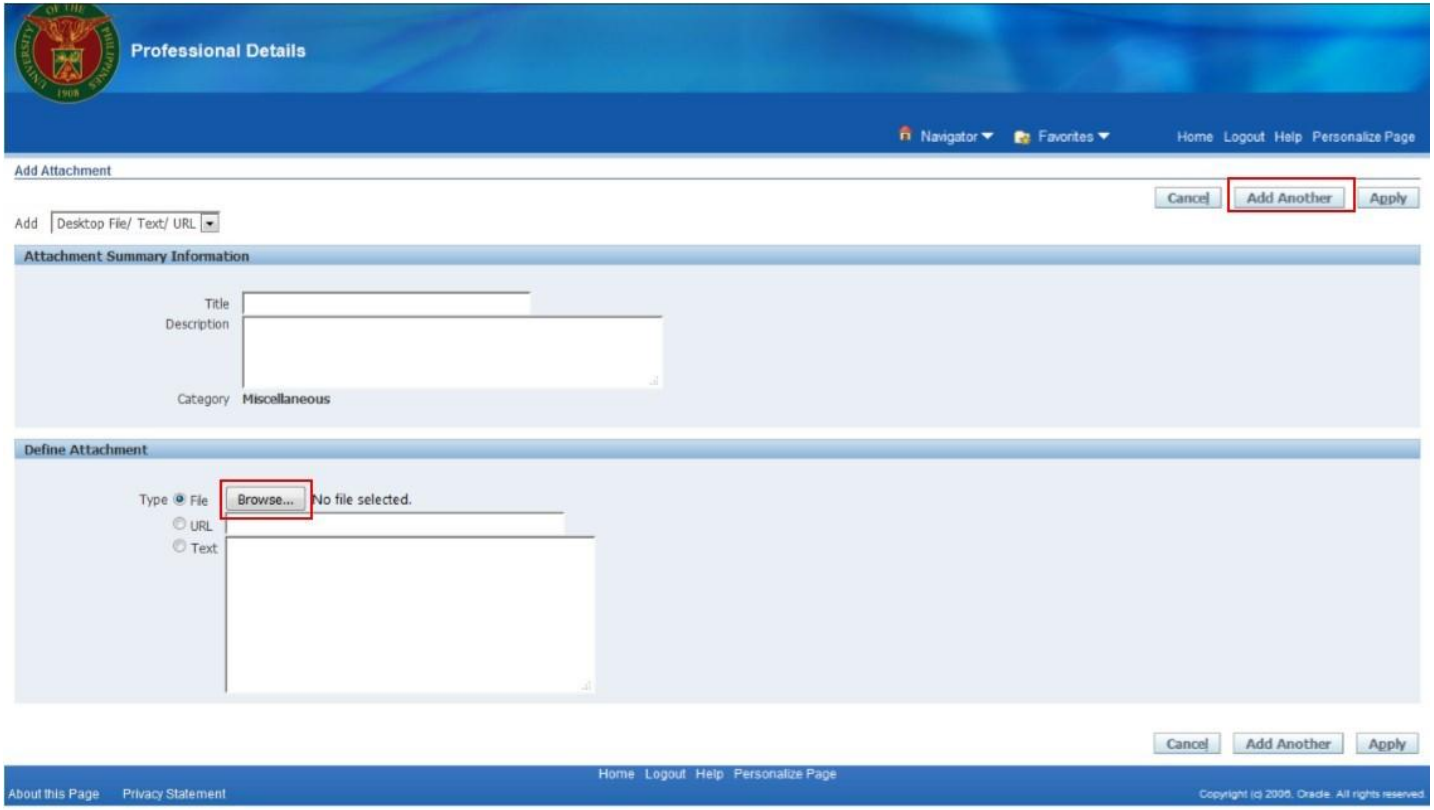
Save for Later. This option will temporarily store the entries you've made for revisions/completion in the future. A prompt will appear after you click the "Save for Later" button where you will be asked to confirm the option you've chosen. Click "OK" and you will be redirected back to the *Home Page/Main Menu*.



Since the changes require the approval, attach electronic copies of supporting documents, as proof of validity and references for your manager or supervisor.

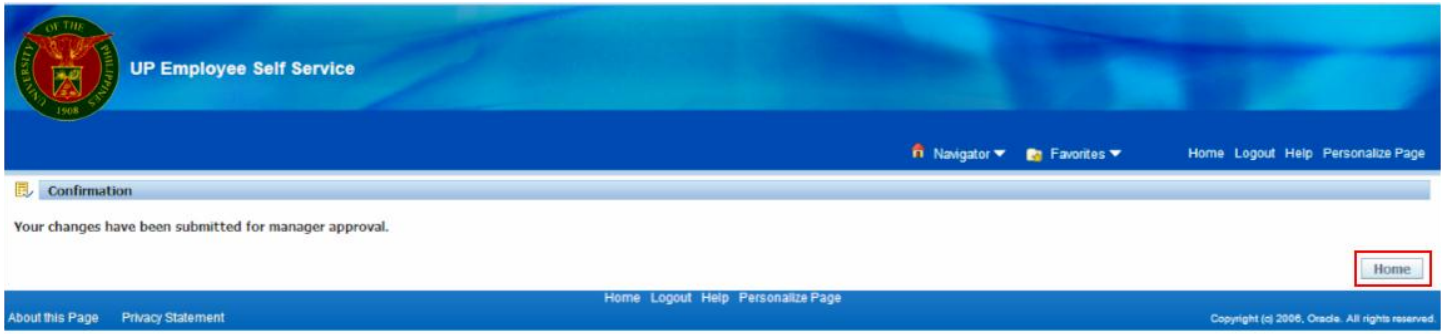
Click the **Add** button under the Additional Information – Attachments subsection.

You will be directed to the Add Attachment page.



Click the **Browse** button to select and upload files from your computer.

You may also upload other or multiple files by clicking the **Add Another** button.



After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager's approval.